



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

11/21/08

Rita Duncan, Human Resources Director
Tyco Thermal Controls, LLC
2415 Bay Rd.
Redwood City, CA 94063

Transmitted Electronically

Dear Ms. Duncan:

RE: FINAL MONITORING VISIT REPORT for Tyco Thermal Controls, LLC – ET07-0162

| | |
|------------------------|---|
| Date of the Visit: | 11/06/08 |
| Beginning/Ending Time: | 10:00 A.M. – 12 P.M. |
| Date of Last Visit: | 04/30/08 |
| Visit Location: | Company's facility in Redwood City, CA. |
| Persons in attendance: | Rita Duncan, H.R. Director for Tyco Thermal Controls, LLC; Robert Jackson, ETP Analyst |
| Action Required: | No |

CONTRACT INFORMATION:

| | | | |
|----------------------------------|---------------------|----------------------|----------|
| Term of Agreement: | 10/03/06 – 10/02/08 | Agreement Amount: | \$99,000 |
| Training Start Date: | 10/03/06 | No. to Retain: | 125 |
| Date Training must be Completed: | 7/02/08 | Range of Hours: | 24 - 200 |
| Type of Trainee: | Retrainee | Weighted Ave. Hours: | 44 |

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

The Agreement was executed on 11/13/06 and training began on 10/15/06. Your staff reported that all training was completed on 07/02/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 10/02/08.

INTERVIEW WITH THE COMPANY CONTACT

- What barriers, if any, did your company experience in implementing your ETP project? The only barrier was our production schedule which made scheduling difficult.
- What problems, if any, did your company experience with ETP record keeping? None.
- How did your company benefit from the ETP training? The company was able to increase the competency level for our manufacturing employees. Employees gained knowledge of the company's quality program, improved communication, both writing and interpersonal. In addition, the training in the sparking process enabled the company to reduce manufacturing defects approximately 2% and \$1.5M in the reduction of scrap material.

Ms. Duncan provided Mr. Jackson, ETP Analyst, with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 116 enrolled trainees for a total reimbursement of \$99,000 (100 percent of the encumbered amount). Ms. Duncan stated that the closeout invoice will be submitted by December 1, 2008.

Tyco Thermal records showed that 116 trainees have completed training (91% of planned retentions) and 116 trainees have completed the 90 day retention period (91% of the 125 planned retentions). Current records show that Tyco Thermal Controls has not received progress payments. Mr. Jackson reminded Ms. Duncan that the closeout invoice should be submitted as soon as possible because 30 days after the end term date of the Agreement have already passed.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

| | | | |
|--|-----|----------------------|-----|
| Trainees Started Training: | 163 | Completed Retention: | 116 |
| Dropped Following Enrollment: | 7 | In Retention Period: | 0 |
| Completed Minimum Hours for reimbursement: | 116 | | |
| Completed Training: | 116 | | |

ATTENDANCE ROSTERS:

Your Analyst reviewed 385 hours of training documented on hard-copy rosters. Combined with previous training hours reviewed, a total of ten percent of the training hours delivered under this agreement were reviewed during monitoring.

INVOICES

You will submit the final invoice by December 1st 2008.

AUDIT:

Tyco Thermal Controls be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

IN CLOSURE

If you have any questions or comments regarding this report, please contact Robert Jackson at (650) 655-6936 or at rjackson@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager
San Francisco Bay Area Regional Office



Robert Jackson, Analyst
San Francisco Bay Area Regional Office

cc: Contractor's Representatives

Brian McMahon, Executive Director
Amber Luiz, Assistant Director (for Small Business Projects only)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 2/11/09